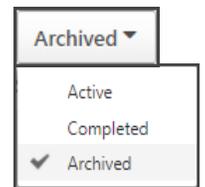
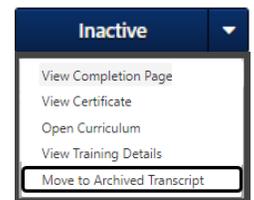
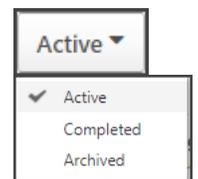




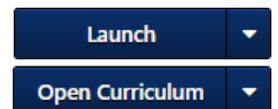
## Move Training to Archived Transcript

You may move inactive training, no longer needed training, or older completed training which appears on your Active or Completed training transcript to your Archived training transcript.

1. From the Home Page, open the **Learning** tab in the menu bar and then select **Transcript** from the dropdown menu.
2. From the **Active** or **Completed** transcript, locate the training you want to move to archive.
3. Select the **Inactive** dropdown button on the far right of the course title.
4. Select the **Move to Archived Transcript** option from the dropdown menu.
5. To review your Archived transcript, select the **Archived** option from the dropdown menu.



**Note:** The example used in this Job Aid is archiving an Inactive course. The **Move to Archived Transcript** option is also available for training with buttons in status Launch, Open Curriculum, and others.



 Be sure to review your Archived Transcript when reviewing your entire transcript history.